



## CALIFORNIA EMERGENCY MANAGEMENT AGENCY

### GRANTS MANAGEMENT MEMORANDUM 2009-013

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**DATE:** September 30, 2009  
**TO:** All Transit Security Grant Program Subgrantees  
**FROM:** Cal EMA Grants Management Division  
**RE:** Correction to the FY 2007 and FY 2008 Transit Security Grant Program California Supplement

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Due to an inadvertent error in the Fiscal Year (FY) 2007 and FY 2008 California Supplement to the Federal Transit Security Grant Program (TSGP) Guidance, the California Emergency Management Agency (Cal EMA) Grants Management Division is announcing the following rectification:

In the FY 2007 and FY 2008 U.S. Department of Homeland Security – Transit Security Grant Program Guidance and Application Kit, Part III. Program Requirements, Section A. General Program Requirements, Sub-section 2. Management and Administration (M&A), it states:

A maximum of 3 percent of funds awarded may be retained by the SAA, and any funds retained are to be used solely for management and administrative purposes associated with the TSGP award. In addition, transit agencies receiving pass-through funds may use up to 2.5 percent of their sub-award for management and administration purposes.

However, the FY 2007 “IPP/TSGP Base Grant Guidance” and the FY 2008 “TSGP Supplemental Grant Guidance”, published by the Governor’s Office of Homeland Security (OHS), both incorrectly stated that the M&A allowance is “a maximum of 3.0% of [the] sub-award...”

**Per the Federal guidance, the subgrantee allowance for M&A should not exceed a maximum of 2.5% of their sub-award.**

We apologize for the error and any subsequent confusion it may have caused. For additional information and/or clarification, please contact your Cal EMA TSGP representative.

Sincerely,

**BRENDAN A. MURPHY**  
Director of Grants Management